

**SECRET**

OFFICE OF REPORTS AND ESTIMATES

Annex No. 1 to O.R.E. Operating Procedure No. ~~21-48~~<sup>5</sup>

9 April 1948

SUBJECT: Additional Intelligence Reporting Media

REFERENCES: a. ORE Operating Procedure No. 21-48  
b. ORE Operating Procedure No. 21-48

1. Reference a is the Intelligence Production and Presentation Plan. Among other matters it specifies the various media to be used for reporting intelligence and delimits the intelligence field to be treated in each medium. Reference b delineates the responsibilities pertaining to the production of intelligence.

2. It has become evident that additional media for the presentation of intelligence are desirable to fit particular and specialized needs. In order to meet these requirements the following two media are hereby established in addition to those established by Reference a:

- a. Intelligence Memoranda
- b. Map Reports

3. Intelligence Memoranda

a. This type of report is defined as follows -- A memorandum for the exclusive purpose of conveying intelligence to the Director of Central Intelligence in order to meet his particular needs.

b. Intelligence Memoranda will be prepared in the form of a "Memorandum for the Director of Central Intelligence" in typescript and will be signed by the Assistant Director for Reports and Estimates. Each such memorandum will be serially numbered consecutively for each calendar year with the serial number preceded by the letters IM (example: IM-2-48).

c. An Intelligence Memorandum is usually prepared in response to a specific request from the Director of Central Intelligence but may be submitted on the initiative of Branch or Consultants Panel Chiefs whenever they believe it is needed.

d. The discharge of the responsibility of the Director of Central Intelligence to keep government policy makers informed of foreign developments affecting the national security is an important part of the

**SECRET**

Annex No. 1

ORE Operating Procedure 21-48

**SECRET**

-2-

9 April 1948

mission of the Office of Reports and Estimates. This part of the mission of the Office of Reports and Estimates can in no wise be considered as accomplished by the submission of an Intelligence Memorandum but is accomplished only by the preparation and dissemination of other appropriate standard media prescribed by Reference a and by this Operating Procedure.

#### 4. Map Reports

a. This type of report is defined as follows - A report on territorial questions, geographic intelligence, evaluation of available map information or technical intelligence on mapping in foreign areas.


b. Map Reports will be prepared by specific direction; in response to a specific authorized request; or as considered to be required by ORE. The primary responsibility for initiating and preparing Map Reports is that of the Chief of the Map Branch.

c. Map Reports will conform in general format to other prescribed ORE publications designed for dissemination outside of CIA. Each such report will be serially numbered consecutively for each calendar year with the serial number preceded by the letter M (example: M-1-48).

5. Both Intelligence Memoranda and Map Reports will be coordinated and otherwise processed through the cognizant staff group (i.e. Current Intelligence, Estimates, or Basic Intelligence Group as appropriate).

6. In the case of Intelligence Memoranda, the cognizant staff group (usually the Estimates Group) will give immediate and continuing attention to the report in order to insure its expeditious handling.

25X1A

  
THEODORE BABBITT  
Assistant Director  
Reports and Estimates

**SECRET**